

THE UNIVERSITY OF GEORGIA  
 SPRING 2009  
 Section 44-901

Course: ECHD 2050 Career Exploration	Time: Thursdays 9:30a.m.-12:15p.m.
Instructor: Anthony Johnson M.S.	Instructor: Cassandra Trimble LAPC, NCC, MS
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Office Hours: By appointment	Office Hours: By appointment

**Text:**

The required text for the course is *Discovering Your Future in a Global Society* by Pearson Publishing. The text is available at the University Bookstore. The syllabus and major lectures will be available on the University of Georgia's WebCT.

**Course Description:**

ECHD 2050 is a two (2) hour course that will orient you to the process of career selection and life planning. It focuses on self-assessment, decision-making, and career exploration. The course will educate you on how to choose a course of study compatible with your personality style, skills, abilities, interests, values, and motivations. Through learning this process, you will develop the skills necessary to choose a major and/or career direction.

**Course Requirements:**

**Class Participation and Attendance:** Active engagement in this course is required for you to receive its full benefits. You will be asked to work in groups on particular assignments and will be encouraged to join the discussions in class. Points will be deducted from the class participation grade for lack of involvement in classroom discussions.

- You are allowed one unexcused absence for any day other than the assessment administration day on February 4, 2009.
- If you have more than two unexcused absences, your course grade will drop one letter grade.
- If you more than are five minutes or more late to class, your final grade will be lowered by one point for each occurrence.
- You must attend the February 4<sup>th</sup> class to continue in this class. If you do not attend this class, you will be withdrawn from the class.

**Participation (100 points)** 90 points of the grade is determined through instructor evaluation of class participation and contribution. *You can't participate, if you are not present.* Active participation is essential and will be evaluated in the following way:

- Excellent - Proactive participation through leading, originating, informing, challenging contributions that reflect in-depth study, thought, and analysis of the topic under consideration. This does not mean dominating discussion or using a lot of words to say little [68 - 78 points].
- Satisfactory - Reactive participation with supportive, follow-up contributions that are relevant and of value, but rely on the leadership and study of others, or reflect opinion rather than study, thought, and contemplation [58 ÷ 68 points].
- Minimal acceptability - Passive participation including being present, awake, alert, attentive, but not actively involved [48 ÷ 58 points].
- Unsatisfactory - Uninvolved including being absent, late, present but not attentive, sleeping, text messaging in class, making irrelevant contributions that inhibit the progress of the discussion [48 points or less].

**Journals (100 points):** Four (4) journal reactions (25 points each) will be assigned. These are your insights and sharing of knowledge acquired after a class activity or assignment. Additional journal assignments may be given to you by your instructor during the semester. Each journal reaction should be typed in 12 point font, double spaced, 1-inch margins, and 3 pages in length. Points will be deducted for anything under three pages.

**Career Fair Center Journal (25 points)**

**Due Date: Thursday, February 5th, 2009**

You are required to attend the Fall Career Fair at the Classic Center on Wednesday, January 28, 2009 for 2 hours in lieu of class on that week. The fair lasts from Noon – 5:00p.m. You need to talk with at least three (3) employers. This activity will allow you to learn more about a career of interest from an actual employer or explore a major of interest. If you have class conflicts and cannot attend this activity, inform the instructor by January 22, 2009. You will be permitted to attend another instructor approved career center event. *When you attend the career fair, dress appropriately for meeting potential employers: business attire.*

In your journal reflect on the experience itself. How did it go? What employers did you talk with? What did you learn from the experience and what is your reaction to the experience? Why did you choose these three employers? Did anyone spark your interest in possibly choosing a career or major?

**Typefocus Personality Assessment Journal (25 points)****Due Date: Thursday, February 26th, 2009**

Reflect on the Typefocus lecture, class handouts, and your personality type.

*What does each of your four letters mean? Do you agree with the assessment of your personality type? How does you think your actual personality agree or disagree with the personality type resulting from the Typefocus assessment?*

Use this information, the Personality Tool Kit 2-page handout, your readings, class discussion, and Chapter 3 to write this Journal assignment.

**Strong Interest Inventory Reflection (25 points)****Due Date: Thursday, March 26th, 2009**

Reflect on the Strong Interest Inventory lecture, and your SSI results.

*Handout with questions to be answered and turned in.*

**Career Center Exploration or Mock Interview Journal (25 points)****Due Date: Thursday, April 9th, 2009**

You are asked to familiarize yourself with the resources of the Career Center. You are required to meet with a Career Consultant to learn about the resources and services offered by the Career Center. You need to be able to develop the ability to implement career searches using the resources of the center. You will need to schedule an appointment with a counselor by calling the Career Center at 542-3375. This exercise is designed to assist you with making an initial contact with a Career Consultant. Develop a list of eight (8) questions to ask the career consultant. In your journal, you should reflect on what you learned about the services and resources available through the Career Center. You must include in your journal the name of the counselor you met with, the date, the time of the meeting, and at least eight (8) questions you formulated prior to the meeting to ask the career center counselor. Question suggestions can be found on WebCT.

If you are a 4<sup>th</sup> or 5<sup>th</sup> year student (senior), you need to schedule a mock interview with a counselor at the Career Center (542-3375). Your journal should reflect on what you learned about interviewing and your interview skills. Reflect on the experience. You must include in your journal the name of the Career Consultant who conducted the mock interview, the date, and the time of the mock interview. *Dress appropriately (business attire) for the interview and bring your resume.*

**Career Assessments & Daily Assignments (110 points):** You will be taking several career inventories to assess your personality type, interests, skills, and abilities. Most will be administered during class time. You are responsible for completing the others as homework assignments.

**Exams (100 points each = 200 points):** There will be two exams during the semester, a mid-term (March 19<sup>th</sup>, 2009) and a final (Tuesday, May 6, 2009). Exams will consist of multiple choice, true-false, fill-in-the-blank, and short answer questions and will come from the readings, handouts, and class discussions.

**Exam/Quiz Policies:** Exams will be given at the beginning of each scheduled class. Students arriving late to class will not be given additional time to complete the exam. Failure to attend class on the date of an exam without prior arrangement will result in a zero for the exam. Prior arrangements for exams are only made for unusual circumstances and are at the discretion of the instructor. Verification (e.g., from Health Center) must be provided to support requests for absences for illnesses. Excused absences, in which prior arrangements are not possible, (i.e. accident requiring hospitalization, death of an immediate family member, sudden illness, etc.) will be handled on a case by case basis and make-up exams will be administered as soon as possible after the missed exam. Students are not to ask classmates about the content of the exam or to discuss the exam with other students.

**Career Search Presentations (125 points):** After completing all the career assessments, you will begin to narrow down your career/major search. To assist you in this process, you will be asked to investigate one career in depth and present your findings to the class in an oral presentation accompanied by a power point presentation and an outline which will be distributed to each member of the class (#20). This investigation will include the completion of an **Informational Interview**, which will allow you to familiarize yourself with a particular career/employer. An outline listing requirements for this assignment will be provided when you select your topics in March.

**Final Integrative Paper (100 points):****Due Date: Thursday, April 30th 2009**

Your assignment on this final paper will be to integrate the information generated by course activities. This is due the last day of class. It must be typed, double spaced, have 1-inch margins and be 6-7 pages long (not including the title page). An outline listing requirements for this assignment will be provided.

**Grading Procedures and Policies:**

A = 100-94%	735 – 691 points
A- = 93-90%	690 – 664 points
B+ = 89-87%	663– 640 points
B = 86-84%	639– 618 points
B- = 83-80%	613– 588 points
C+ = 79-77%	587 – 566 points

C = 76-74%	565 – 544 points
C- = 73-70%	543 – 515 points
D = 69-60%	514 – 441 points
F = 59% and below	440 points and below

- All assignments and/or classroom activities within each category must be completed and turned in on the assigned day in order to get full credit.
- Assignments, journals, and classroom activities will count toward your grade in this course. You must be sure to hand in all written assignments on the dates they are due at the beginning of class. There will be a deduction of 10 % of the points possible on the assignment for each day an assignment is late. Examinations must be taken at the scheduled time. Make-up exams will only be given in the event of a documented medical emergency.
- This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.
- Final Exam Policy – No time and date departures from the examination schedule will occur without prior approval of the dean of the school or college and the Vice President for Instruction. Although there are special courses where a final examination of the regular type may not be appropriate, each student must be provided the opportunity to stand for a final examination as part of the completion of a full instructional term. Each instructor has the authority to design and administer the final examination in whatever manner is appropriate. *“Two University policies focus on final examinations. University policy requires that final examinations be held for courses as scheduled and listed in the University final examination schedule for each semester.”*
- Academic Honesty - All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about these standards before performing any academic work. The link to more detailed information about academic honesty can be found at: <http://www.uga.edu/ovpi/honesty/acadhon.htm>.
- Diversity - Diversity in the student population and workforce is highly valued at UGA. Whenever possible, class topics and discussions will be approached from a diverse perspective.
- Disability - If you require any academic accommodations due to a disability please see the instructor the first week of classes. To receive accommodations, you must be registered with the Disability Services Office on campus.

### Grading Criteria:

The actual grade you receive in the course will be based on completion of the following:

<u>Classroom Attendance &amp; Participation</u>	100 points
<u>Mid-Term Exam (March 18, 2009)</u>	100 points
<u>Assessments and Other Related Activities (10 points each)</u>	110 points
☐ Autobiography (10 points)	
☐ Identifying Skills via Achievement (10 points)	
☐ Values (10 points)	
☐ Work Motivations and Work Values (10 points)	
☐ TypeFocus (10 points)	
☐ DAWGlink registration (5 points)	
☐ Strong Interest Inventory (SII) (10 points)	
☐ Career Decision-Making System (CDM) (10 points)	
☐ Majors Checklist (10 points)	
☐ Skills/Abilities (10 points)	
☐ Job Rating Chart/Career Integration Sheet (15 points)	
 <u>Journals</u>	 100 points
☐ Journal Reaction (25 points) – Career Fair Event (February 5 <sup>th</sup> )	
☐ Journal Reaction (25 points) - Typefocus (February 26 <sup>th</sup> )	
☐ Journal Reaction (25 points) – Strong Interest Inventory (March 26 <sup>th</sup> )	
☐ Journal Reaction (25 points) - Career Center Counselor Interview (April 9 <sup>th</sup> )	
 <u>Integrative Paper (April 30<sup>th</sup>)</u>	 100 points
<u>Final Exam (Wednesday May 6<sup>th</sup> 8:00am-11:00am)</u>	100 points
<u>Career Search Presentation (April 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>)</u>	125 points

**Total Possible Points**

**735 - points**

Week 1: January 8<sup>th</sup>

Information Sheets  
 Class Introductions  
 Course & Syllabus Overview

Assignment: Read Chapter 2 in the Text.  
 Complete Exercise 2.1 Your Career Autobiography p. 84-85 in the textbook and think about the questions for Critical thought on p. 108.  
 Register for DAWGlink. Print welcome page with your name to turn in.  
 To create your new account in DAWGlink, go to this link and follow the simple instructions.  
<http://www.career.uga.edu/STUDENTS/studentdawglinkregistration.html>

Week 2: January 15<sup>st</sup>

Ice breaker  
 Explore Your Career Options  
 Autobiographies  
 Career Development and the World of Work  
 Work Motivations Sheet

Career Fair On line Introduction

Due Today: Autobiography (exercise 2.1) and Turn in DAWGlink welcome page.

Assignment: Read Chapter 1 Pages 1-45 in the textbook Skim Chapter 9

Week 3: January 22<sup>nd</sup>

Preparation for the Career Fair  
 The Art of Schmoozing  
 Resume writing  
 Technological Concerns in the world of Job searching  
 Networking

Week 4: January 28<sup>th</sup>/ No CLASS ON January 29<sup>th</sup>

Fall Career Fair Noon – 5:00p.m. at the Classic Center in Downtown Athens ([www.career.uga.edu](http://www.career.uga.edu)). Visit at least three (3) employers. Wear business attire. Shuttle buses will be available.

Week 5 February 5<sup>th</sup>

Taking Stock: Self-Assessment – YOU MUST ATTEND CLASS THIS DAY.

Class this week will meet at the Career Center in (Clark Howell Hall) Computer Lab, Room 246 on the second floor. Please be on time as we have 2 on-line assessments, TypeFocus and the Strong Interest Inventory (SII), to complete on this day  
 Bring your UGA ID!

DUE TODAY: Give your Typefocus 4-letter code to instructor

Assignment: Read Chapter 3 in the textbook & complete Career Fair Journal

Week 6: February 6<sup>th</sup>

Alligator River Story  
 Values Lecture and Assessment

Work Values Assessments  
 Skills & Abilities Lecture  
 Skill & Abilities Worksheets

Due Today: Career Fair Journal

Assignment: Read Chapter 4 in the textbook, & complete CDM Assessment

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Week 7 February 19<sup>th</sup>

Debrief Career Fair  
 Personality Assessment & Interpretation of TypeFocus  
 Career Clusters & CDM

Due Today: Skills & Abilities Assessment 7 CDM Assessment

*Assignment: Complete Typefocus Journal*  
 Bring your Strong Interest Inventory (SII) results to class

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Week 8: February 26<sup>th</sup> – Guest Lecturer: Nikki Smith (Interpretations)

Lecture on Holland (Types and Environments)  
 Strong Interest Inventory  
 Discuss SII results  
 Interpretations from Nikki Smith on assessment results! You don't want to miss this class 😊

Interview questions on webCT

DUE TODAY: Typefocus Journal

Assignment: Schedule to meet with a Career Center Career Consultant to learn about the Career Center and its services. Interview a Career Consultant about the Center and their job. Familiarize yourself with the services and resources of the Career Center. (*Seniors – 4<sup>th</sup> & 5<sup>th</sup> year students - must schedule a mock interview with a career counselor at the Career Center for this assignment.*)

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Week 9: March 5<sup>th</sup>

Introduction to Decision-Making & Decision-Making Styles and Skills  
 Artificial Heart Group Decision-Making Activity  
 Barriers to Decision Making  
 Midterm Review - handout

Assignment: Study for Midterm Examination

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Week 10: March 11<sup>th</sup>

Spring Break!!! Have a great time!!!

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Week 11: March 19<sup>th</sup>

Midterm Examination

Assignment: Read Chapter 5 in the textbook and Complete Majors Checklist & Strong Interest Inventory Reflection

Bring ALL assessment results (materials) to class next week!! (Values, Work Motivations, Work Values, TypeFocus, Strong Interest Inventory- SII, Career Decision-Making System-CDM, Majors Checklist, and Skills and Abilities Assessments)

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Week 12: March 26<sup>th</sup>

Integrating your Career Information  
 Job Rating Chart/Career Integration Sheet  
 Complete Assessment Integration sheet to focus on career/major  
 Discussion of results  
 Explanation and instructions for career presentation and integrative paper requirements

**DUE TODAY:** Strong Interest Inventory Reflection & Majors Checklist

**Assignment:** Read Chapter 1, Pages 45-76

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Week 13 April 2<sup>nd</sup>

Diversity in the Workforce  
 Multiculturalism/Inclusion in the Careers & Majors  
 Job Preparation  
 Dress for success

How to give a good presentation

**Assignment:** Complete Career Center Counselor Meeting/Interview Journal

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Week 14: April 9<sup>th</sup>

Putting It All Together!!  
 Five (5) Presentations - Career Searches

**DUE TODAY:** Career Center Counselor Meeting/Interview Journal

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Week 15: April 16<sup>th</sup>

Putting It All Together!!  
 Five (5) Presentations - Career Searches

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Week 16: April 23<sup>rd</sup>

Putting It All Together!!  
 Five (5) Presentations - Career Searches

**Assignment:** Complete Final Integrative Paper and Read Chapter 8

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Week 16<sup>th</sup>: April 30<sup>th</sup>

Job Force in the Future  
 Graduate School vs. Professional Schools  
 Course Evaluations  
 Study Guide for Final Exam  
**DUE TODAY:** Final Integrative Paper

Wednesday, May 6, 2009 Final Examination at 8:00a.m. – 11:00a.m.

UGA Final Exam Schedule